

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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To: All TANF, FMA and ABD Medicaid Manual Holders

From: Del Bock, TANF Program Manager
Kathe Quittenton, Medicaid Policy Program Manager
Nancy Clark, ABD Policy Specialist
Public Assistance Bureau

Subject: Bulletin TANF 42
Bulletin FMA-50
Bulletin MA-89

Please place this bulletin at the beginning of section FMA 103-5; section TANF and MA 103-4;

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SECTION: Application Processing

SUBJECT: Verification

REFERENCES: ARM 37.78.102; ARM 37.82.101

EFFECTIVE DATE: Upon Receipt

INTRODUCTION: In an ongoing effort to provide accurate benefits the following clarification is being issued.

POLICY CHANGE: TANF and MA 103-4 Page 1 under the GENERAL RULE add:
FMA 103-5 Page 1 under the GENERAL RULE under the NOTE add:

At application and redetermination or when a change is reported, the eligibility case manager must query all available and applicable computer systems such as SEARCHS (child support), MISTICS (wages and unemployment), SOLQ (Social Security), property search, etc. to establish the accuracy of statements on the application, redetermination or reported change.

If these queries are not completed at those times, and information that would have been found by completing the system query is discovered, it is considered an agency-caused error.

However, all TANF and Medicaid recipients are required to report changes within 10 days of their knowledge of the change. If they fail to report a change which could have been verified through an available query, it is still a client-caused error.

For TANF and Medicaid, eligibility case managers are not required to check system queries except at application, redetermination or when a change is reported.

Please contact your Regional Policy Specialist if you have questions or concerns about this policy.